



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-PWH

18 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-18, Private Rental Roll-Over Policy

1. This policy memorandum supersedes U.S. Army Garrison (USAG) Vicenza Policy Memorandum 06-44, Private Rental Roll-Over Policy dated 20 Jul 2006.
2. Reference: AR Supplement to AR 420-1, Installations Housing Management, dated 28 April 2008.
3. The Vicenza Housing Office provides Housing Referral Services for military and DOD Civilian employees who are authorized to reside on the local economy. The Housing Office works closely with local landlords and aggressively seeks the best quality private rental units available to upgrade the inventory. When an assigned unit is vacated, active efforts are made by the Housing office to retain it in the inventory. Recaptured, available units are then posted on our automated housing referral system for all customers to view and reserve, on a first come – first served basis.
4. When a customer finds a unit currently occupied by a U.S. Military or Civilian employee scheduled to depart the Command in the near future, a “roll-over” assignment can be performed. A roll-over assignment is a win-win situation for the customer, the landlord and also the Housing Office by reducing unit downtime between occupancies, eliminating taxi/interpreter client viewing appointments, facilitating utilities transfer, and saving significant administrative time for the Housing Office staff.
5. Roll-over assignments will be handled as follows:
 - a. To be eligible for a roll-over, the customer must be signed into the USAG Vicenza on PCS orders or on Permissive TDY orders to USAG Vicenza for the purpose of a house hunting trip.
 - b. Roll-overs will be processed on a first come-first served basis. The first customer to formally reserve a currently occupied unit will have priority of assignment to that unit. If subsequent customers request to reserve the same unit, their names will be placed on a waiting list for that particular unit.

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c. In order to be placed on a roll-over waiting list, the incoming customer must inform the Housing Office Receptionist that they wish to secure a particular dwelling. The Receptionist will relay that information along with the address, landlords name and phone number (provided by the customer) via email immediately to the Off Post Acquisitions Clerk. That e-mail is documentation of the date and time the dwelling was "reserved" by the customer and will be maintained by the Receptionist in an appropriate binder. The Housing Office will notify the landlord of the customer's intent to lease the unit. If the landlord concurs, the Housing Office will call the customer to confirm that they may schedule a pre-negotiation appointment with a lease negotiator. The customer will have two (2) working days after reserving the unit to commit to a contract pre-negotiation conference, or the reservation will be nullified.

d. If the first customer declines the unit due to a rent increase or other circumstances, then the unit will be offered to the next person on the list. If there is no one on the waiting list, the unit will be entered into our Housing Referral database for all customers to view, once it is vacated and available.

e. All customers are eligible to request a roll-over, however, bedroom restrictions apply as follows: Incoming single soldiers, in the grade of E-1 thru E-6, and single officers in the grade of O-1 thru O2 and WO-1 thru WO-2, are limited to leasing a one or two bedroom unit. Incoming single soldiers, in the grade of E-7 thru E-9 and single officers in the grade of O-3 and above and equivalent grade warrant officers, are eligible to lease up to a three-bedroom unit. Four bedroom units are reserved exclusively for personnel of all ranks who are accompanied by Family members.

6. Any questions for exception to the above policy will be approved / disapproved by the Chief, Housing Division.

7. POC for this action is Chief, Housing Services Branch at DSN: 634-8571.


ERIK O. DAIGA
COL, MI
Commanding

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